

TOXICS CLEANUP PROGRAM

Plain Talk Process

Document Author

Sends electronic version of completed document and [Plain Talk Project Description sheet](#) to Plain Talk Program Lead.

TCP Plain Talk Program Lead (Debi Nichols)

The first contact for all Plain Talk documents.

- After reviewing the Plain Talk Project Description sheet and the document, determines if document needs the Plain Talk process.
- Determines if document needs a Quick Review or Full Review process.
- Assigns a Project Point Person and Project Team (including the final Proofreader).
- Establishes and maintains TCP program-wide Plain Talk project spreadsheet with list and status of each document.
 - Tracks progress during Plain Talk process on shared TCP Plain Talk project spreadsheet and GMAP. (both located on the X drive).
- Liaison with Program Management Team

Project Point Person

As part of the Project Team, leads the Project Team through the Plain Talk process.

- Coordinates meeting between Project Team & Document Author.
- Schedules and leads group/net meeting.
- Sends finalized document to project Proofreader.

Project Team Members

Review and edit document using either the Quick Review or Full Review Process.

Quick Review Process

- Project Team individually tracks comments on document and sends electronic results to Project Point Person.
- Project Point Person compiles tracked comments into one document and sends electronic results to the document Author and Program Lead.
- Author reviews tracked comments, makes changes to and sends electronic copy of final document to Program Lead.
- Program Lead enters before & after documents under GMAP and updates shared TCP Plain Talk project spreadsheet.

Full Review Process

- Review and rewrite document with document Author.
 - Determine if document needs Usability Testing.
 - Conduct Usability Testing if needed. (See process below)
- Project Point Person sends approved electronic rewrite to Proofreader.
- Proofreader sends final document to Program Lead and document Author.
- Program Lead enters Before & After documents under GMAP and updates shared TCP Plain Talk project spreadsheet.

Project Proofreader

- Review and edit document.
- Send finalized document to Program Lead and document Author.

Program Lead

- Update GMAP & Program Spreadsheets.
- Send finalized document to Author.

Usability Testing

- Designed & implemented with Project Team input.
- Test results sent to document Author.
- Author reviews results and makes decision on whether further rewrite is necessary.
- Author sends updated document to Project Point Person.